

**RECORDS MANAGEMENT  
PROGRAM**

**MANUAL OF PROCEDURES**

**PART VI**

**RECORDS CENTER**

### **Section 6.01 Introduction/Purpose**

The West Virginia State Records Center in low-cost, fireproof, centralized storage facility, located at 617 Broad Street, Charleston, West Virginia. Records whose reference rate does not warrant retention in expensive office space and equipment should be retired to the Records Center.

The Records Center will provide security of agency records, along with such services as retrieval of records, refilling of records, shredding of records eligible for disposal, and limited copying services. There is no charge for storage or services.

The Agency Records Manager and personnel responsible for packing records shall be conversant with the contents of Part VI of this manual, which provides instructions for packing and transferring of records to the Records Center. The general duties of the Agency Records Manager are outlined in Part I, Section 1.07c of this manual.

Any question not covered in Part VI of this manual should be referred to the Administrator.

### **Section 6.02 Selection of Records for Retirement**

Records eligible for storage should be transferred annually by the agency to the Records Center. Listings of records eligible for storage should be prepared by the Agency Records Manager from the agency's current Retention & Disposal Schedule and furnished operational units.

If the schedule does not include not provide transfer of records series and their maintenance creates filing problems, the agency should request revision of the Records Retention Authorization, as outlined in Part II, Section 2.03 of this manual prior to requesting retirement.

### **Section 6.03 Accession Number**

Prior to retirement of records, the agency will request the Administrator, in writing, for a Retirement Accession Number and also advise him of the quantity of cubic feet of records to be retired (Exhibit 11). The Administrator will assign the accession number in writing.

The accession number will only apply to one retirement of records. Future retirements shall require a new accession number.

The accession and box numbers are index keys in locating records stored in the Records Center. Each carton must be properly identified, and each page of Forms WV-22, Records Center Shelf Listing, and WV-22, Shelf Listing Continuation, must include the assigned accession number.

## **Section 6.04 Standard Records Storage Cartons**

Prior to Retirement of records, the agency will request the Administrator, in writing, for a Retirement Accession Number and also advise him of the quantity of cubic feet of records to be retired (Exhibit 11). The Administrator will assign the accession number in writing.

The accession number will apply to one retirement of records. Future retirements shall require a new accession number.

The accession and box numbers are index keys in locating records stored in the Records Center. Each carton must be properly identified, and each page of Forms W-22, Records Center Shelf Listing, and WV-22, Shelf Listing Continuation, must include the assigned accession number.

## **Section 6.04, Standard Records Storage Cartoons**

All records retired to the Records Center should be packed in standard records storage cartons. The inside measurement of these cartons is 15" x 12" x 10"; equivalent to one cubic foot of records. Odd-size boxes and transfer cases will not be accepted without prior approval of the Records Center.

Storage cartons and labels may be obtained from Revolving Fund on form WV-9, Requisition for Supplies.

### **Subsection 6.04a, Determining Storage Carton Requirements**

To determine storage cartoon requirements, use the following guide:

Letter-size File Cabinet

1 drawer- 1-1/2 storage cartons

Legal –size File Cabinet

1 drawer = 2 storage cartons

Lateral/Shelf Files

Legal-size documents

11" – 1 storage carton

Letter-size documents

14" = 1 storage carton

Small-size Documents

Packed in two layers and double rows;  
divide the linear inches by 48 to get the  
Approximate number of cartons needed.